

EDITS TO ACC
March 24, 2011

A. Section 3, PHA CONTRACT ADMINISTRATION SERVICES is edited to separate the Unit Limitation from sub-section 3 as follows:

4. Limitation on the Total Number of units Administered by the PHA and Serviced by Certain Subcontractors.

B. The following references to a Statement of Work (SOW) in the ACC are deleted (see strikethrough). Exhibit A, Section 3 of the ACC specifies the Performance Based Tasks.

SECTION 1: DEFINITIONS

PERFORMANCE-BASED SERVICE CONTRACT (PBSC). The Performance-Based Service Contract is based on the development of a ~~performance-based Statement of Work which defines the~~ Performance-Based Tasks in measurable terms with established quantitative and qualitative performance standards and review methods to assure quality performance of the work.

PERFORMANCE-BASED TASK (PBT). A functional task that a Public Housing Agency must perform as described in the ~~Statement of Work~~ (Exhibit A, Section 3 4) in accordance with the requirements of the Performance-Based Annual Contributions Contract and regulations, handbooks, forms, notices, and guidance issued by the United States Department of Housing and Urban Development.

ACC, EXHIBIT A, SECTION 5. PRS

2. Column B: PBT title and reference to Section Number in Exhibit A to the ACC;

PRS TABLE						
A	B	C	D	E	F	G
PBT #	SOW PBT TITLE & SECTION NO. IN EXHIBIT A TO THE ACC	AQL	ALLOCATION PERCENTAGE	DISINCENTIVE DEDUCTION	QA METHOD	ASSESSMENT & PAYMENT FREQUENCY

ACC, EXHIBIT A, SECTION 7. QCP

When changes in the QCP occur, the QCP shall be updated and a copy shall be provided to the CAOM. The PHA QCP must address each the following elements and highlight changes.

- For each PBT, describe the internal control procedures that will be implemented

to ensure that performance is maintained at the AQL specified in the ~~SOW~~ PRS, Exhibit A, Section 5.

C. The following references to process metrics in the ACC are deleted (see strikethrough).

3.6. PBT #6 – Administration – Monthly and Quarterly Reports

Monthly Work Plan Report

PHA must submit report to the CAOM in the jurisdictional HUD office by the tenth (10th) business day of each month for the previous month's activities.

The Monthly Work Plan report must contain a detailed description of:

- Actual accomplishments for the month and year-to-date compared to the Annual Work Plan for the same period, including the names and titles of the PHA staff performing the PBTs;
- Instances where the actual performance of PBTs is ~~are~~ processes below the AQL and actions taken to improve performance, and changes, if any, to the QCP to ensure performance is maintained at or above the AQL. ~~is negative when compared to the planned performance specified in the process metrics set forth in the PHA's Invitation for Submission of Applications: Contract Administrators for Project-Based Section 8 Housing Assistance Payments (HAP) Contract under the Technical Approach, Section 4.2, Element 1;~~

3.7. PBT #7 – Administration – ACC Year End Reports and Certifications

Annual Work Plan

- Sixty (60) calendar days prior to ACC Year End, the PHA must submit to HUD a report that describes its month-by-month work plan to fully perform all PBTs during the next twelve months of operation.
- Identify the processes required to perform each PBT and the principal point of contact, by name and title, responsible for managing each process.
- ~~Describe process metrics providing input due date deadlines, when outputs are due and how the process manager and others in the organization know that the process was completed on time and according to its design.~~

D. The first paragraph of the Disaster Plan requirement under Exhibit A, Section 3.7, is edited to conform to the Invitation and the sub-contractor requirement related to FTEs.

3.7. PBT #7 – Administration – ACC Year End Reports and Certifications

Disaster Plan

The PHA shall provide HUD a PHA Disaster Plan that details how the PHA and, if applicable, subcontractors that perform services that provide fifty (50) percent or more of the full time equivalent (FTE) employees required to perform PBTs Numbers one (1) through six (6) as specified in Exhibit A, Section 3, of the ACC, in the event of a natural or human caused disaster.

E. The Disaster Plan Coordinator requirement to meet the qualification requirements of the State Emergency Management Agency is edited as follows (strikethrough words deleted).

The Disaster Plan shall be updated when changes occur and an up-to-date copy of the PHA's Disaster Plan provided to HUD. The PHA shall provide HUD a PHA Disaster Plan Certification (Exhibit D) sixty (60) calendar days prior to the ACC year end. The Disaster Plan Certification shall be signed by a Disaster Plan Coordinator who has ~~must meet the requirements of the State emergency management agency~~ the education and experience to develop, manage, and test disaster, continuity of operations, or emergency management plans. ~~for State agencies.~~ The Disaster Plan Coordinator must attach a qualifications statement or resume to the certification.

F. Performance Standards

Add:

Annual Depository Institution Certification – Submitted to HUD within forty five (45) calendar days after the PHA FYE.
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3.8. PBT #8 – Annual Financial Reports – PHA FYE

G. Performance Standards

Remove:

Annual Depository Institution Certification – Submitted to HUD within forty five (45) calendar days after the PHA FYE.
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